

**Request for Proposal / Request for Qualification  
Yuba Community College District**

**Yuba College**

**For**

**Commissioning Services**

**Proposals and Statement of Qualification**

**RFP/RFQ No. 22-12**

**Issue Date: March 13, 2023**

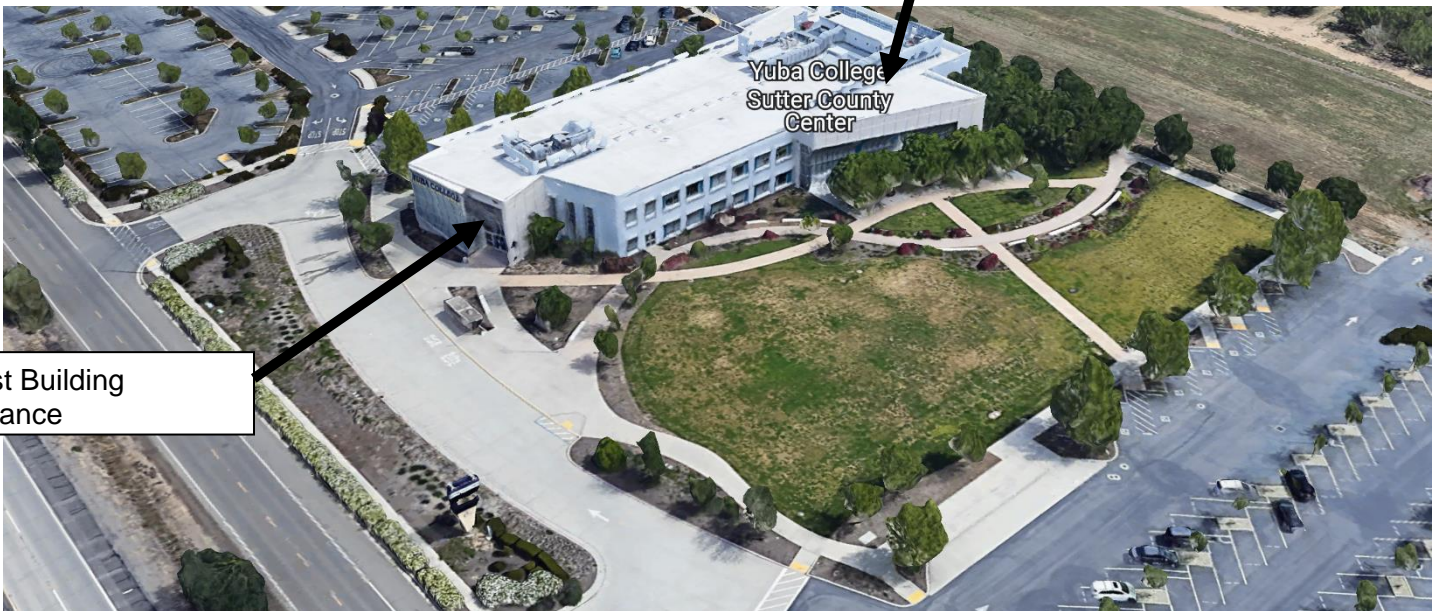
**RFP/RFQ Package Due Date: April 11, 2023**

**Due Date: April 11, 2023, 2:00 PM Sharp, YCCD District Offices Location- Delivered To:**

**Yuba Community College District, District Offices  
Attn.: David Willis  
District Director of Facilities Planning, Maintenance & Operations  
RFP/RFQ No. 22-12," Yuba College, Building 800 Life and Physical Science Modernization,  
Commissioning Services"  
Address:  
Sutter County Campus, Second Floor, District Offices  
Room 217, Attention: David Willis  
3301 East Onstott Road, Yuba City, California 95991**

**Yuba Community College District  
Sutter County Campus  
District Offices  
3301 East Onstott Road (second floor)  
Yuba City, California, 95991**

Proposal Delivery at  
Second Floor, Attn.:  
Dave Willis, Room 217



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### **Firm Proposal Required Items:**

- Appendix A, Project Approach, Personnel, Professional Services Fee
- Appendix B, Statement of Qualifications
- Appendix C, Acknowledgement of Addenda Form
- Appendix D, Non-Collusion Affidavit Form
- Appendix E, YCCD Professional Services Agreement (PSA)
- Appendix F, Signature Proposal Form
- Appendix G, References

### **Informational Items:**

- Appendix H: Project Information
- Appendix I, YCCD Academic Calendars
- Appendix J, Map of Woodland Community College Campus
- Appendix K, Not Applicable

## 1. INTRODUCTION

### 1.1 District Information:

The District consists of two colleges, Woodland Community College and Yuba College, with campuses located at six different locations: Yuba College in Marysville, CA; Sutter County Center in Yuba City, CA; Beale Education Center, Beale AFB, CA; Woodland Community College in Woodland, CA; Colusa County Center in Williams, CA; and Lake County Campus in Clearlake, CA.

### 1.2 Yuba Community College District

The Yuba Community College District (YCCD) was founded in 1927 and spans eight counties (Yuba, Sutter, Colusa, Yolo, Lake, Butte, Glenn and Placer) and nearly 4,200 square miles of territory in rural, north-central California. It has colleges in Marysville and Woodland, an educational center in Clearlake, an educational center in Williams, an educational center in Yuba City, and outreach operations at Beale Air Force Base.

### 1.3 Purpose of Request

The Yuba Community College District (District), acting through its Governing Board, is seeking Proposals from Building Commissioning firms (Consultant) to provide COMMISSIONING SERVICES for the Yuba College, Building 800 (STEM) Modernization Project.

**Yuba College Campus Address:** 2088 North Beale Road, Marysville, California 95901.

### 1.4 Applicable Codes

All work shall meet all State of California Building Codes, and Federal codes, and local ordinances and shall include but are not limited to the following:

1. 2019 EDITION OF TITLE 24 (CALIFORNIA BUILDING STANDARDS CODE) OF THE CALIFORNIA CODE OF REGULATIONS (CCR) AND
2. THE LATEST SUPPLEMENTS:
  - PART 01 CALIFORNIA STANDARDS BUILDING ADMINISTRATIVE CODE (CAC)
  - PART 02 CALIFORNIA BUILDING CODE (CBC)
  - PART 03 CALIFORNIA ELECTRICAL CODE (CEC)
  - PART 04 CALIFORNIA MECHANICAL CODE (CMC)
  - PART 05 CALIFORNIA PLUMBING CODE (CPC)
  - PART 06 CALIFORNIA ENERGY CODE
  - PART 09 CALIFORNIA FIRE CODE (CFC)
  - PART 11 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN CODE)
  - PART 12 CALIFORNIA REFERENCE STANDARDS CODE
3. STATE OF CALIFORNIA, TITLE 19, STATE FIRE MARSHAL (SFM) - PUBLIC SAFETY REGULATIONS
  - NATIONAL FIRE PROTECTION ASSOCIATION, LATEST ADOPTION WITH AMENDMENTS
  - NFPA 13 AUTOMATIC SPRINKLER SYSTEMS EDITION
  - NFPA 14 STANDPIPE SYSTEMS
  - NFPA 20 STATIONARY PUMPS

- NFPA 25 CALIFORNIA EDITION, INSPECTION, TESTING AND MAINTENANCE OF WATER-BASED FIRE PROTECTION SYSTEMS
- NFPA 72 NATIONAL FIRE ALARM CODE
- NFPA 80 FIRE DOOR AND OTHER OPENING PROTECTIVES
- NFPA 92 STANDARD FOR SMOKE CONTROL SYSTEMS
- NFPA 101 LIFE SAFETY CODE, 2018 EDITION

CFC Chapter 33 - FIRE SAFETY DURING CONSTRUCTION AND DEMOLITION  
REFERENCE CODE SECTION FOR NFPA STANDARDS - 2019 CBC (SFM)  
CHAPTER 35. SEE CHAPTER

## **2.0 Scope of Work**

The Yuba Community College District is accepting proposals for specified Commissioning Services in support of the Yuba College, Building 800 (STEM) Modernization Project.

### **Project Summary:**

This project provides a minimal modernization to Building 800 which is composed of science labs, lecture rooms, and offices. The HVAC heating and cooling systems will be upgraded and new controls installed and/or existing controls will be reprogrammed. New LED lighting and controls will be installed throughout the building. Some changes to HVAC equipment and ductwork will also be made. The fire alarm system will be upgraded. Some electrical systems changes will be made. Concrete slabs will be placed in the courtyards. New floors, painting of walls and doors, and new ceiling tiles will also be included.

### **Project Team Members (partial list):**

**Architect of Record:** Phil Newsom, tBP Architecture (and associated design team members)

**District Project Manager:** David Willis, Director of Facilities Planning, M & O.

**District Contracted DSA Inspector of Record:** TBD

**District Contracted Structural/Special Inspections and Testing Services:** TBD

**District Contracted Project Manager/Quality Assurance Manager:** TBD

**District Contracted Commissioning Agent:** TBD

## 2.1 Scope of Commissioning Services:

### A. PROPOSAL REQUEST DETAILS

This Request for Proposal (RFP) seeks submittals for professional services to provide Commissioning Services. The Consultant is expected to work collaboratively with College and District representatives and various project design teams to deliver a complete, usable, and fully functional building and building systems that are code compliant and meet the design parameters. The Consultant will be required to plan, schedule and coordinate the commissioning team to implement the commissioning process for the project. The Consultant will develop and oversee a Commissioning Plan that meets District goals within the project program, budget and schedule.

- a) The District will be entering a firm Fixed-Price agreement with the selected firm.

### B. PROJECT DESCRIPTION

- i. The construction budget is **\$3,625,000**. Contractor bids may come in higher or lower than this amount.
- ii. Construction is scheduled to start in May 18, 2023 and the overall project will be substantially completed by January 12, 2024.
- iii. LEED Target: None. However, all components of the project are to be commissioned.
- iv. Architect: tBP Architecture is the AOR with these sub-consultants:
  1. **ZFA STRUCTURAL ENGINEERING, Structural Engineering**
  2. **CAPITAL ENGINEERING, Mechanical and Plumbing Engineering**
  3. **THE ENGINEERING ENTERPRISE, Electrical Engineering**
  4. **WOOD ROGERS, Civil Engineering and Landscaping**
  5. **Corey Kazinec, Landscape Engineering**
  6. **Research Facilities Design, Labs Design**

### C. SCOPE OF SERVICES

- a. The Consultant will provide complete commissioning services in accordance to: 1) Applicable state, federal and local codes, rules, and regulations including Title 24 Part 6 and 11, Cal Green and; 2) ASHRAE Guideline 0-2013 – The Commissioning Process. For the project outlined above, Cx services is not required per federal, state and local codes. The intent of this Commissioning scope of work is to ensure we have fully functioning, optimally efficient, lighting, electrical and mechanical systems. The Consultant will be charged with responsibilities for each assigned project to organize, schedule, lead, review and oversee commissioning services that may include but not be limited to:

## **D. Design Phase**

- a. Identifying the Commissioning Team.
- b. Preparing a design-phase Commissioning Plan that describes in general the extent of the commissioning process. Detail the extent of the commissioning process including commissioning team organization, schedule, training, documentation requirements, all related testing, verification, quality control procedures and budget. The Commissioning Plan will clearly indicate:
  - i. Commissioning Program Overview with general project overview, including project goals and objectives
  - ii. Identification of commissioning team members with their responsibilities
  - iii. Description of commissioning process activities, including Owner's Project Requirements and Basis of Design documentation
  - iv. Functional test procedure development, verifying system performance, deficiency reporting and problem resolution
  - v. HVAC trend reviews are expected to identify the proper operation of normal control sequences.
  - vi. Final building acceptance.
- c. Developing schedules identifying the principal activities of the Services to be performed or provided by the Consultant for the Project(s) which graphically illustrates the planned progression of the Services. The Schedule shall be submitted to the District and Architect of Record (AOR) for review and comment.
- d. Preparing the construction-phase Commissioning. Construction phase commissioning plan to include commissioning of all project meters such as electric, gas, water, BTU;s, etc.

## **E. Construction Phase**

- a. Conducting a commissioning kickoff meeting when project construction phase commences to include all commissioning team members (District, Campus, construction manager, A&E team, general contractor, subcontractors, IOR, etc.). Consultant Project Leader will act as chair, prepare minutes and distribute to all team members within 3 business days of the meeting. The kickoff meeting is critical in presenting project goals and establishing proper expectations of the team to include:
  - i. Communications protocols;
  - ii. Submittal process;
  - iii. Equipment start-up and functional testing schedules;
  - iv. Review of work for conformance to quality standards;
  - v. Contractor roles and responsibilities throughout the commissioning process;
  - vi. Construction completion and acceptance.
- b. Scheduling and chairing up to twelve (12) additional commissioning coordination meetings. Consultant will prepare minutes and distribute to all team members within 3 business days of the meeting.
- c. Developing a Commissioning Issues Log, that will be reviewed during commissioning coordination meetings. The log will address corrective actions to be taken, provide updates to construction progress and schedule, coordinate installation and startup activities among team members, track status of outstanding deliverables from team members and discuss next steps and actions required to meet milestones.
- d. Reviewing submittals related to commissioned systems for adherence to construction documents and return within 10 working days to District representative. Second reviews will be returned within 5 working days.

- e. Conducting up to nine (9) separate site inspection and construction monitoring visits, depending on size of project. Inspections will be performed throughout equipment installation and startup phases to monitor progress and quality of equipment installation to ensure operability, accessibility and maintainability of systems. Consultant to verify equipment adherence to project requirements, to witness various equipment start-up activities, and ensure systems readiness prior to functional testing.
- f. Reviewing Test, Adjust, and Balance (TAB) plan and approach. As part of the submittal process Consultant will review the proposed TAB plan to verify TAB approach complies with project requirements and obtain concurrence from design team. Subsequently, as part of pre-functional testing, Consultant will review the completed TAB report and conduct an on-site spot check with the balancer to confirm actual values are within allowed tolerances per approved construction documents. Additionally, the completed Building Automation System (BAS) point to point checkout report and calibration tests will be spot checked similarly to the TAB spot checks to confirm system readiness for functional performance testing.
- g. Coordinating team to ensure building contractor executes and documents appropriate tests, completes installation of/start-up checklists in conjunction with successful completion of Title 24 acceptance tests to provide assurance that the systems are ready for functional testing.
- h. Developing functional testing procedures for each piece of equipment and system detailing procedures and acceptance criteria for review by commissioning team members. Consultant will revise procedures prior to issuing final test procedures. Functional testing will commence with systems being tested in all modes and sequence of operation, verifying alarms, failures, staging under capacity, controllability, etc. General Contractor will perform test with Consultant as witness. Deficiencies and problems identified through functional testing will be documented in the Commissioning Issues Log. Consultant will lead the team collaboratively to find appropriate resolutions for identified deficiencies and problems and will track and report on this effort to an acceptable conclusion.
- i. Analyzing HVAC trend reviews which are expected to identify the proper operation of normal control sequences
- j. Preparing a summary commissioning report after the completion of installation inspections and performance verifications. The report will include confirmation that commissioned components and systems met the requirements of the District, the Basis of Design and the contract documents. The report will include an executive summary of the commissioning process, the history of the system deficiencies and how they were resolved, identification of any outstanding issues, identification of seasonal testing to be performed at a later date, and system performance test results and evaluation.

#### **F. Close Out Phase**

- a. Reviewing building contractor close-out packages to ensure accuracy and completeness of provided warranties, O&M manuals, single line diagrams and record drawings pertaining to commission systems.
- b. Providing a Systems Manual with District/College input to identify manual contents that will result in a Systems Manual most useful to the District/College. Manual information to be included but not limited to:
  - i. Systems BOD
  - ii. Sequence of operations including set points and time of day schedules
  - iii. Controls drawings/single line diagrams
  - iv. TAB Report
  - v. Copies of special inspection verifications
  - vi. Operations, maintenance, and recommissioning recommendations
  - vii. Blank Functional Performance Tests sheets for future re-commissioning work
- c. Verifying that the Operations and Maintenance staff understand how to maintain and operate the commissioned systems.



- d. Providing Final Commissioning Report with executive summary of the commissioning process activities undertaken, history of system deficiencies and how they were resolved, identification of any outstanding issues, identification of seasonal testing to be performed at a later date, system performance test results and evaluation, confirmation that systems are installed and operating in accordance with project requirements. Report will also include additional elements such as:
  - i. Commissioning Issues Log
  - ii. Summary of submittal review, O&M review, and training processes
  - iii. Commissioning related documents such as OPR, BOD, Commissioning Plan, functional performance test and installation checks/inspections.

#### **G. Post Occupancy/Warranty Phase**

- a. Following-up at 10 months after substantial completion and conduct a project walk-through with College's Operation and Maintenance staff, identified building occupants, and other key stakeholders to identify any outstanding issues so that problems can be corrected while systems and equipment are still covered under warranty.
- b. Review 3 weeks of HVAC trend data, post occupancy/before the warranty phase is over, to ensure control sequences are implemented and operating properly. These trends should be correlated against electricity and gas metered data to observe any unusual energy usage patterns.
- c. Providing report summarizing findings of the review and analysis with recommendations for corrective action.

#### **H. Metrics/Reporting**

- a. Developing system, for District approval, for tracking and monitoring project status and progress of the commissioning process relative to all systems being commissioned. It will be used to record milestone dates as well as to identify next actions and deliverables relevant to all systems being commissioned. It will include a list of all relevant equipment tags, broken down by system, identifying completion dates for commissioning milestones such as:
  - i. Receipt of project documents
  - ii. Completion of project documents reviews
  - iii. Development of functional performance tests
  - iv. Equipment start-up
  - v. Execution of functional performance tests
  - vi. Training of Campus operations and maintenance personnel
- b. Routinely updating and providing District and team with a Commissioning Issues Log. In addition, the Commissioning Issues Log will record all relevant issues and observations noted by the commissioning agent (CxA) as a result of commissioning activities (e.g., design reviews, construction document reviews, submittal reviews, construction site visits, functional performance testing, and review of building automation system trend data). The issues log will be implemented as a rolling punch-list used to track all open issues to resolution and will include a description of the issue/observation, identification of parties responsible for correction, progress toward correction of unresolved issues, descriptions of corrective actions taken to resolve issues, and relevant dates.

#### **I. Problem and/or Dispute Resolution**

- a. Assigning a Project Leader or Manager as Consultant's primary point of contact for any project concerns or issues.
- b. Establishing a dispute resolution process to provide an initial response and acknowledgement of all complaints within 24 hours. The process will require Consultant to make every effort to resolve customer issues within three business days from notification of a complaint or dispute. Complaints are to be submitted to Consultant's Project Manager. Consultant is to log complaints into their tracking system.

### 3.0 State Project schedule:

#### State Chancellors Office Authorized Schedule

| 13. Anticipated Time Schedule |           |                                |          |
|-------------------------------|-----------|--------------------------------|----------|
| Start Preliminary Plans       | 11/1/2020 | Advertise Bid for Construction | 2/1/2023 |
| Start Working Drawings        | 6/1/2021  | Award Construction Contract    | 4/1/2023 |
| Complete Working Drawings     | 12/1/2021 | Advertise Bid for Equipment    | 7/1/2023 |
| DSA Final Approval            | 8/1/2022  | Complete Project               | 6/1/2024 |

#### Actual Project Schedule:

05/18/2023: Start of Construction (No classes during the summer and fall terms 2023)

01/12/2024: Substantial Completion (classes in all areas of Building 800)

04/11/2024: Final Completion

06/01/2024: Allowed Completion Date with the State Chancellors Office

### 2.3 District Staff Contacts during the Proposal process:

Firm interested in submitting a Proposal are directed **not** to make personal contact with the Board of Trustees, District staff, or members of the evaluation committee. Any contact shall constitute grounds for disqualification from consideration.

Single Point of Contact during the Proposal Preparation Process:

#### **David L. Willis**

District Director of Maintenance, Operations, and Planning

425 Plumas Blvd., Suite 200 (Second Floor)

Yuba City, California, 95991

Cell Phone: 916-747-4262

Email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu)

**Please email Dave Willis to verify that your firm will be submitting a proposal in response to this procurement process.**

**No changes can be made to the project scope without authorization in writing by David Willis.**

### 2.4 Project Safety and Security Requirements

Safety is a top priority for the District. All California OSHA requirements apply. Industry best practices apply. Firm employees shall wear shirts with sleeves, a hard hat, eye protection, hearing protection as needed, gloves, substantial leather footwear, long pants, a reflective safety vest, and take all needed precautions to complete the work in a safe manner. Safety shall not be compromised at all during the work.

These campuses have a moderate risk of theft. It is the sole responsibility of the Firm to secure all materials, equipment, tools, and the affected buildings.

**COVID 19 BEST PRACTICES APPLY:**

Firms are required to wear facial coverings and maintain social distancing whenever entering occupied College buildings and as much as is reasonable when working outside. The frequent use of hand sanitizer is strongly encouraged. Firm employees shall not report to work at the campus if they are sick or have been recently exposed to anyone knowingly that has tested positive to COVID 19. If a Firm has been tested for COVID 19, they shall not report to work at the campus until after test results are known and after they are no longer symptomatic. If any Firm employees have been tested or have tested positive for COVID 19, this information shall be immediately shared with the District/College project Managers. No sick employees shall report to work at the College Campus.

**3.0 Proposal Format Organization**

The Firm is requested to use the following proposal format:

**3.1. Proposal Delivery, Contents, and Format:**

Proposals should provide straightforward, concise information that satisfies the requirements noted in this RFP. Expensive binding, color displays, and the like are discouraged. Emphasis should be placed on brevity, conformity to the Districts instructions, selection criteria of this RFP, and completeness and clarity of content. Each Respondent’s proposal should clearly and accurately demonstrate knowledge and experience required for consideration.

In a sealed box or envelope (clearly marked “”), submit the following:

- One (1) flash memory stick containing the complete proposal and supporting documentation.
- One (1) original and two (2) copies in paper form of the proposal, which consists of a Proposal Letter and responses to the proposal requirements of this RFP.

There is no page limit.

Firm must comply with the provisions of these instructions for completion and submission of the Proposal. The failure of a Firm to comply with the Proposal Instructions and Requirements will likely result (at the sole discretion of the District) in rejection of the Proposal for non-responsiveness.

| <b>Proposal Section</b>   | <b>Format</b> |
|---|---------------|
| 1. Cover Letter   | PDF           |
| 2. Table of Contents  | PDF           |
| <b>Appendices (See Table of Contents for each one) Submit a response to each Appendix that requires Firm information. Please submit responses to Appendices A, B, C, D, E, F, and G (if applicable). Appendices H, I, and J are informational only.</b> | PDF           |

## Cover Letter

The Proposal shall include a Cover Letter on Respondent’s official business letterhead, which shall be signed by an individual authorized to legally bind Respondent. The Cover Letter shall also identify the name, telephone number, and email of a person who may be contacted during the Proposal evaluation process.

## Table of Contents

Provide a Table of Contents that outlines in sequential order the major sections and sub-sections of the Proposal. Use **tabs** to allow information to be more easily located.

### 4.0 Selection of “Firm” Services Provider

First, the Firm must be Pre-Qualified per Appendix B, Statement of Qualifications.

Second, if the Firm is Pre-Qualified, then the Firm’s proposal will be considered.

The process of “Firm” selection is based upon the complete responsiveness of the RFP and the criteria as outlined in the RFP.

The District Project Evaluation Team will read the written proposals. The District Evaluation Team will discuss the proposals and verify that the “Basis of Award” information below and information submitted in response to the RFP are complete and responsive.

The District reserves the right to reject any and all submittals, to amend the RFP process, and to discontinue or re-open the process at any time. The District reserves the right to request clarifications to RFP responses and to negotiate the terms of the agreement.

### 5.0 Basis of Award

This project will be awarded based on the following criteria:

1. Lowest Total Cost Responsive Qualified Bidder
  - a. Lowest Total Cost
  - b. Firm Capability to do the work
  - c. Qualified Firm
    - i. Proper State of California Firm License and/or certifications in good standing
    - ii. Appendix C Statement of Qualifications Information
    - iii. Information provided as requested in the RFP.
    - iv. All Addendums are acknowledged.
    - v. Firm listed any exceptions or exclusions

- i. Firm has substantial experience with Public K-14 educational projects of similar size and scale. Minimum 3 projects of similar size in last 8 years
- ii. Firm has a positive history of performance with the District. This is an optional criteria.

The one to two lowest total cost responsive qualified bidder's may be requested to participate in a ZOOM interview process with the District Project Proposal Evaluation Team.

## **6.0 Non-Discrimination**

The District does not discriminate with regard to race, color, gender, national origin, disability, or any other protected or other classification in the awarding of contracts/agreements. The District welcomes all Qualified Firms to participate in the project Request for Qualification/Proposal process.

The District encourages Firms that are women or minority owned, emerging small businesses, veteran owned Firm, disabled person owned Firm, and all other qualified Firm to participate in the proposal process.

The District encourages the submission of proposals from all Firms that can meet the stated requirements set for this RFP.

## **7.0 Responses to RFP:**

Sealed responses to this RFP must be clearly marked "RFP NO. 22-12 Yuba College, Building 800 Modernization, Commissioning Services".

**Responses shall be mailed to or hand-delivered to the following address:**

**Yuba Community College District, District Offices**

**Attn.: David Willis**

District Director of Facilities Planning, Maintenance & Operations

**Envelope/Box Marked:**

"RFP NO. 22-12 Yuba College, Building 800 Modernization, Commissioning Services".

**Address: 425 Plumas Blvd., Suite 200, Room 216, Yuba City, California, 95991**

**Note:** Completely seal your proposals in envelope/box and make sure it gets date/time stamped when delivering proposal. **Firm are each 100% responsible** to make sure proposals that are mailed using a carrier such as UPS, FED Ex, etc...are received and date/time stamped by District personnel prior to the proposal due date/time. No proposals will be considered if they are late, even if it is only 5 minutes late. Please make sure your proposals are delivered and received promptly prior to the due date/time. There will be a public proposal opening at the due date/time.

**Do NOT email your proposals. Emailed proposals that are not sent per the above guidance requirements will not be considered.**

## 8.0 Requests for Information (RFI)

Requests for Information concerning the RFP must be in writing and may be submitted via email no later than the date shown below. Please direct all questions to David Willis, email: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).

Following the RFI deadline, all questions and answers will be summarized and posted on the District's website: <https://www.yccd.edu/central-services/purchasing/>, then, click on the "Requests for Proposals / Quotes" tab on the right hand side of this web page. It is anticipated that responses to inquiries received by the required time and date will be provided within 5 business days and posted on the District's website or responded to per the dates listed in the RFP for addendum publishing. Should more time be needed by the District to answer / respond to RFI's, this information will also be posted on the above website.

- **Include the following in the subject matter field on emails when requesting information: "RFP 22-12", RFI.**

## 9.0 Proposal Schedule:

### Important Dates and Times:

March 13, 2023: Release of Request for Proposal/Request for Qualification at 4:00PM

March 23, 2023: 3:00 PM, Optional Pre-Proposal ZOOM Meeting per the following:

#### Join Zoom Meeting

<https://yccd-edu.zoom.us/j/83101457725>

Dial by your location  
+1 669 444 9171 US

April 3, 2023: 5:00 PM, All questions and requests for information must be submitted to David Willis at: [dwillis@yccd.edu](mailto:dwillis@yccd.edu).

April 4, 2023: Addendum Issued if needed.

April 11, 2023: **Proposals due at 10:00 AM SHARP**, Yuba Community College District, Yuba College, Sutter County Campus, District Offices, Second Floor, Room 217, Attn. David Willis, 3301 East Onstott Road, Yuba City, California 95991. There will be a public bid opening on this RFP.

This is a prevailing wage project.

## **10.0 District Parking:**

- No parking in Reserved Spaces without a proper permit
- Permit Parking is enforced in all general lots between 6:00 am and 6:00 pm, Monday through Friday. All general lots require a properly displayed, valid permit during these times
- Daily Parking Permits are \$2.00
- Permits are available for purchase at any of the permit machines located in the student parking lots
- All other parking regulations are enforced 24 hours a day, seven days a week. This includes designated staff spaces, handicap spaces, timed spaces, red zones, yellow zones, and areas not marked (no parking at any time)
- Once this project is awarded, temporary parking permits will be processed as requested by the successful firm for all employees associated with this project at no cost to the Firm for the duration of the project at each Campus location. These temporary permits must be displayed at all times on the dashboard of employee vehicles.

## **11.0 RFP Proposals**

Proposals received after the deadline will not be opened. Each responder shall submit one (1) signed original, one (1) digital copy on a flash drive, two (2) additional hard paper copies, all in separate binders.

All materials submitted in response to the RFP shall be on 8-1/2"x11" paper, preferably in Portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Content shall be tabbed and numbered per the items included in the Submittal Requirements. All Proposals will be reviewed and evaluated by a District Selection Committee. The District at its sole discretion may interview finalists, or select a firm or Firm to perform work based solely on the evaluation of the Proposal. There is no page limit.

All Proposals become the sole property of the District and the content will be held confidential until the selection of the Firm or Firm's is made and the project is awarded.

## 12 Award of Contract

- A. The Contract will be awarded to the lowest total cost, most responsive highest qualified proposer whose proposal, conforming to the request for proposal and associated addendums, will be most advantageous to the District. If pre-qualified, then the District will review the Proposal for responsiveness and completeness. The District may interview the top 1 or 2 Firms.
- B. The District reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.
- C. The District reserves the right to reject any or all proposals or any part of the proposal and to waive informalities and minor irregularities in the proposals received.
- D. The RFP, its addendums, any follow-up clarifying information, and the proposal of the selected Firm will become part of any contract initiated by the District.
- E. A formal contract shall be signed by the successful proposer and Yuba Community College District to perform this service.
- F. The District reserves the right to enter into discussions with any one or all of the Responders after Proposals have been initially reviewed. Such responses shall be subject to all provisions, terms and conditions as set forth in the RFP, unless otherwise modified.
- G. The District intends to award to a single RFP Responder.
- H. Failure to acknowledge all of the addendums, provide the items listed in the RFP, may render the proposal unresponsive at the discretion of the District.
- I. The District reserves the right to request clarification of proposal content during the review and evaluation process.
- J. The District reserves the right to negotiate the terms of the agreement to align with budgetary constraints.
- K. Due to the heightened risk of illness that could then affect the performance of the Firm, Firm with multiple employee work teams and the resources to adapt and complete the scope of work per the RFP, will be perceived to provide enhanced service and value during the evaluation process.
- L. Only Firms that can provide the full comprehensive inspection and testing services as outlined in this RFP will be considered.



### 13.0 Reservation of Rights

The District reserves the right to:

- Reject any or all submittals at its sole discretions.
- Cancel the Request for Proposal (RFP), without cause.
- Modify any requirements contained within the RFP and request a revised submission from all Providers.
- Establish other evaluation criteria determined to be in the best interest of the District.
- Contract with any of the Firm responding to the RFP based solely upon its judgment of the qualifications and capabilities of the firm.
- Clarify the content of any proposal to verify that the requirements of the RFP are included.
- Waive “minor” proposal inconsistencies that do not change the scope of work as outlined in the RFP.
- Request an alternative Commissioning Agent on the project if the initially assigned Person on the project is not performing well and not meeting project requirements.

This RFP does not commit the District to award or negotiate a contract. The District will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal or response to this RFP or in completing any of the work specified.

**14. Bid Bond Requirement:** Not Applicable

**15. Performance and Payment Bond Requirements:** Not Applicable

**16. Liquidated Damages:** Not Applicable

**17. Insurance:** The Firm shall provide evidence of adequate liability and professional liability insurance, as determined by the District.

**18. Unsatisfactory or Unacceptable Behavior:** The District’s Project Manager will investigate and evaluate any case of unacceptable behavior or unsatisfactory performance by the personnel performing work under any resultant contract. Unacceptable behavior and/or unsatisfactory performance by contract personnel will result in their removal from the project at the request of District’s Project Manager. The decision of the District’s Project Manager will be final in these matters.

## **19. GENERAL PROVISIONS**

### **A. Withdrawal of RFP**

The proposer may withdraw its RFP by submitting a written or facsimile request signed by the proposer's authorized representative, prior to the time and date specified for proposal submission. A withdrawal or modification offered in any other manner will not be accepted.

### **B. Right of Cancellation**

The District reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP.

### **C. Disposition of Proposals**

Proposal become the property of the District and may be returned only at the District's option and at the proposer's expense. Information, excluding proposer's financial information, contained therein shall become public documents subject to the Public Records Act

**RFP 21-20 Woodland Community College, Professional Consulting Services, Commissioning**

**20. Evaluation of Proposals Form**

**Firm:** \_\_\_\_\_ **Rank Order:** \_\_\_\_\_ **Date:** \_\_\_\_\_.

Proposals will be evaluated and include a careful review of the proposals. This RFP will be evaluated by a District Facilities Management Team regarding the factors which are described below:

**Evaluation Criteria (Described in Appendix A):**

- |  |       |                    |
|--|-------|--------------------|
| 1. Project Approach:                               | _____ | 20 Points          |
| 2. Personnel and Sub-Consultants:                  | _____ | 30 Points          |
| 3. Positive Past Performance on District Projects: | _____ | 10 Points          |
| 4. Professional Services Fees:                     | _____ | 40 Points          |
| <b>Total Score:</b>                                | _____ | <b>/100 Points</b> |

**Comments:**

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**Evaluator Name (Print):** \_\_\_\_\_ **Evaluator Signature:** \_\_\_\_\_.

**Date:** \_\_\_\_\_ **Recommendation to Award Yes/No:** \_\_\_\_\_.

## Appendix A: Project Approach, Personnel, Professional Services Fees

### **Submission Format**

Qualifications submissions should be in the format prescribed below. The information presented under each heading should conform to the information requested. Each submission package will be reviewed to determine its completeness prior to actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

### **Tab 1- Brief Description of Project Approach 20 Points**

- This section shall describe the proposed approach for meeting the scope of services required by the District. Relevant considerations include the quality and feasibility of Consultant's approach to meeting these needs, the manner in which Consultant plans to provide adequate staffing (including planning for absences and back-up coverage, training and monitoring, etc.), and equipment or other resources required.
- Describe how Consultant will fulfill the needs of the District. List sub consultants commonly used to provide comprehensive Commissioning Authority services and what functional capabilities they provide to the team.
- Describe any efficiencies that would be gained by the District awarding more than one project to a single firm.

### **Tab 2— Personnel 30 Points**

Provide resumes for key personnel of the firm with more in-depth information for those personnel expected to work on the initial project. Identify and describe the roles of each individual. Note relevant project experience. List professional qualifications for each individual that would be assigned to provide services requested for the project, including date and school of any applicable degrees, additional applicable training, and any professional certifications/licensing. In lieu of listing this information, you may submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information.

- Principal-in-Charge
- Project Commissioning Principal
- Project Commissioning Manager
- Other proposed Personnel
- State availability of proposed personnel

### **Tab 3— Personnel 10 Points**

Describe projects completed at the District, the roles of the personnel on the project, any issues that had to be overcome, and overall how the project was delivered working with the Contractor to meet the specifications and design drawings requirements. Describe your experience in resolving design or construction issues. What lessons were learned and how will they serve you well in providing services in this project. If the Firm does not have experience with the District, then provide examples of other Community College District projects addressing the above items and how your experience will serve you well on this project. Have you worked with the five pre-qualified Contractors, have you completed commissioning services on other STEM projects with complex HVAC systems and fume hood systems, heating water piping and chilled water piping systems, Automated Logic Control (ALC) systems?

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**Tab 4 – Professional Services Fee Proposal 40 Points**

- Provide detailed proposal for each phase listed, Basic Services (Design Phase, Construction Phase, Close out Phase and Post-Occupancy/Warranty Phase) including man-hours, hourly rate and total for each phase. Include a total proposal cost.
- Provide an hourly rate schedule for personnel considered billable to the project. Indicate if basic administrative and supply/ancillary costs are billable.
- Travel time and related expenses and other reimbursable expenses should be included in the proposal. The District will not consider contracts with reimbursable expenses billed as they are accrued.
- If proposal includes major sub consultants, include proposal with man-hours and rates including all markups.
- **Use Consultants Standard Fee form that breaks down the fee by Tab and shows a breakdown and total of each Tab and totalizes all four tabs.**

## Appendix B: Statement of Qualifications

The Firm shall furnish the following information. Failure to comply with this requirement will render the submittal informal and may cause its rejection. Additional sheets may be attached if necessary.

### Phase 1: Basic Firm Informational Items 1 through 7:

1. Firm Name: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Firm's Contact Person and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Responsible Managing Employee/Officer: \_\_\_\_\_

2. Licenses or Certifications: \_\_\_\_\_

3. Number of years Firm has been in business: \_\_\_\_\_

If less than 5 years, please describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Number of years Firm has conducted business under the present name: \_\_\_\_\_

5. Number of years' experience in California Community College, University or educational facility projects \_\_\_\_\_.

6. Has the Firm ever completed any work at the Yuba Community College District? \_\_\_\_\_ If Yes, please elaborate: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phase 2: Potentially Disqualifying Questions 8 through 13** (District may immediately disqualify Firm if its answer to any of Questions 8 through 12 is "NO." Firm's refusal to answer or omission of response to any of Questions may result in disqualification of Firm.):

7. Has the Firm been defaulted or terminated (other than for convenience) by any California school district, community College district or other California public agency on any project within the past 5 years? Yes/No

If yes, identify agency and details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Has the Firm been disqualified, debarred, forbidden, or found non-responsible or otherwise prohibited from performing work for any California school district, community College district, or other California public agency within the past ten years? Yes/No \_\_\_\_\_

If yes, identify agency and details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Has the Firm been in litigation (whether in court or arbitration) with any California school district, community College district, or other California public agency on an issue pertaining to any contract during the past ten years? Yes/No: \_\_\_\_\_

If yes, explain, identify the agency, and provide case name and number. \_

\_\_\_\_\_

\_\_\_\_\_

10. Has the Firm ever failed to complete a project in the past ten years? \_Yes/No\_  
\_\_\_\_ If so, give owner and details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Is the Firm currently or has the Firm been in a state of “Bankruptcy” in the past ten years?  
Yes/No: \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Does the Firm have project experience that includes a “**STEM Sciences Building Modernization type Project**” in a K-14 or College/University setting? Yes/No  
Please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phase 3: Rating Questions (200 points):**

13. Please list and describe on separate sheets the Firm’s top 8 public K-12 and other public works project references with current contact information. Multiple projects for same client are allowed, however a minimum of two (2) different Districts/clients must be represented. It is required that Three (3) of the projects have been completed within the past ten (10) years and must be in similar in size and construction value as the Project.

Scoring Criteria:

- A. At least three (3) projects value at least **\$5,000,000** in the past 5 years. (up to 20 points)
- B. At least Two (2) projects with a value of **\$15,000,000** or more in the past 10 years (up to 30 points).
- C. Demonstrated experience with STEM type, DSA projects. Minimum 2 projects of similar size by key staff in last 10 years (10 points)

Total points for Question 13: up to 60 points

14. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has your Firm initiated against an owner, regardless of outcome? \_\_\_\_\_  
(0 = 20 points; 1 = 10 points; 2+ = 0 points.)

15. In the last 10 years, how many legal proceedings (filed in court or arbitrations) has an owner initiated against your Firm, regardless of outcome? \_\_\_\_\_  
(0 = 20 points; 1 = 10 points; 2+ = 0 points.)



16. Please describe the Capability/Capacity of your Firm.

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(Up to 20 points.)

17. Please describe the Firm's Commissioning Services and: Provide four (4) specific project examples of how they will help the District to achieve its project design and specified performance criteria.

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(Up to 80 points.)

**Note:** The District Project Evaluation Team will likely schedule a ZOOM interview with the top 1 to 3 Firms.

**Qualification Criteria:**

**Phase 1:** Questions 1 through 7 are general base level information that is required for pre-qualification.

**Phase 2:** Questions 8 through 12 are possible disqualifying questions that would render the Firm "not qualified" as determined by the District.

**Phase 3:** Questions 13 through 17 are rating questions that are scored and more deeply evaluated. (200 points possible) To be considered for a Finalist Interview, each Firm must score at least 170 points in this Phase 3.

**Firms must pass phases 1, 2, and 3 and score at least 170 points to be considered for an interview. Only the top 1 or 2 Firms will be considered for an Interview. The District may choose not to have any interviews at its sole discretion.**

**Phase 4:** Interview (100 points possible)

- There are a total of 300 points possible. Firms must score a total of 250 points out of 300 points to be prequalified.
- The District can disqualify a Firm (at its sole discretion).

The Firm must be first pre-qualified. Then, if pre-qualified, the proposal for the Firm will be evaluated, scored, and considered.

# Addendum C: Acknowledgement of Addenda Form

The undersigned acknowledges receipt of the following addenda from the District pursuant to the Request for Proposal:

Acknowledgement: Yes **or** Not Applicable

Addendum No. 1: \_\_\_\_\_.

Addendum No. 2: \_\_\_\_\_.

Addendum No. 3: \_\_\_\_\_.

Addendum No. 4: \_\_\_\_\_.

Addendum No. 5: \_\_\_\_\_.

**Firm are required to acknowledge all addenda's within the submitted proposal at the time of submission.**

## Appendix D: Non-Collusion Affidavit Form

STATE OF CALIFORNIA, COUNTY OF \_\_\_\_\_ I, being first duly sworn, deposes and says that I am the \_\_\_\_\_ of \_\_\_\_\_, the party submitting the foregoing proposal ("the Proposal"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or a sham.
3. The Firm has not directly or indirectly induced or solicited another Firm to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Firm or anyone else to put in a sham proposal, or to refrain from bidding.
4. The Firm has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other Firm, or to fix any overhead, profit or cost element of the proposal price or that of any other Firm, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Firm has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Executed on this date: \_\_\_\_\_, 2023 at:

\_\_\_\_\_  
(City, County, and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_.

Address: \_\_\_\_\_.

Area Code & Phone Number: \_\_\_\_\_.

Note: In addition to other bid documents, bidders on public works projects are required by Public Contract Code section 7106 to submit a certification form that they have not colluded with another proposer.

## Appendix “E” Professional Services Agreement

### Link:

[https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409\\_yccd\\_edu/EavP4YkY5gFPjkgySBnTSHUBIK8M9BnD3hfdy9Qw2Fcw\\_A?e=pYVDiQo-Design, rev. 3.docx](https://goyccd-my.sharepoint.com/:w:/g/personal/w0398409_yccd_edu/EavP4YkY5gFPjkgySBnTSHUBIK8M9BnD3hfdy9Qw2Fcw_A?e=pYVDiQo-Design, rev. 3.docx)

**Note:** This PSA is only required to be filled out by the successful Firm, once selected.

## Appendix “F” Proposal Signature Form

The undersigned acknowledges the following:

1. Having become familiar with the specifications and requirements of the Request for Proposal, hereby offers to provide **all services** in accordance with the proposal set forth herein, including all referenced material and attachments.
2. By submitting a signed proposal in response to this solicitation, the **Firm** acknowledges that they completely understand the scope of the needed services and that the proposed services as described in the proposal will meet or exceed the needs of the District.
3. Late proposals will not be accepted (even if they are only 5 minutes late).
4. The District reserves the right to reject any and all proposals and that this proposal shall remain open and not be withdrawn for a minimum of 90 days.
5. Cancellation Clause: The District may, without cause, terminate the contract(s) or a project under the contract(s) by giving written notice of such termination to the awarded firm. In the event of such termination the District shall reimburse the firm for services performed and reasonable expenses actually incurred by the firm in relation to the terminated project prior to the firm’s receipt of such notice of termination. The cost of proposal generation, associated travel, copies, postage, etc., will not be reimbursed and is considered a typical and normal part of the bid process and is not reimbursed for any of the proposers.
6. If the prospective Firm is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the state of California, and that, \_\_\_\_\_, is authorized to act for and bind the corporation.

Entity Type (Select One):

Sole Owner: \_\_\_\_\_

Partnership: \_\_\_\_\_.

Corporation: \_\_\_\_\_.

Other; Please specify;

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- 7. Regular monthly progress payments are made using **NET 30** as a basis for payment, with Net 30 time starting after receipt of the invoice with all required support documentation, and once this information is reviewed and approved by the District.

**Invoices must be emailed to the following with all support documentation:**

Vendors with a first letter of A through N: [hgardner@yccd.edu](mailto:hgardner@yccd.edu); [rharvey@yccd.edu](mailto:rharvey@yccd.edu)

Vendors with a first letter of O through Z: [hgardner@yccd.edu](mailto:hgardner@yccd.edu); [rharvey@yccd.edu](mailto:rharvey@yccd.edu)

**It** is critical that invoices have all required support documentation including an updated schedule of values with 5% retainage for construction projects, updated project schedule, description of completed work, and any other information that will help to justify and support the progress payment request.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

Print name \_\_\_\_\_ Title \_\_\_\_\_

Notary Required On This Project

Notary Stamp:



## Appendix “G” References Form (Example Template)

|   |  |
|---|--|
| <p><b>Bidder shall provide a minimum of Five (5) verifiable references with current contact information, preferably from a California public educational institution and/or California public agency, representing projects started and completed within the last 5 years. See clarification note below regarding reference requirements.</b></p> <p><b>All phone numbers and emails must be current (please verify).</b></p> |  |
| <b>REFERENCE #1</b>   |  |
| NAME  |  |
| ADDRESS   |  |
| CITY, STATE ZIP CODE  |  |
| TELEPHONE #   |  |
| CONTACT   |  |
| DATES OF SERVICE  |  |
| <b>REFERENCE #2</b>   |  |
| NAME  |  |
| ADDRESS   |  |
| CITY, STATE, ZIP CODE   |  |
| TELEPHONE #   |  |
| CONTACT   |  |
| DATES OF SERVICE  |  |
| <b>REFERENCE #3</b>   |  |
| NAME  |  |
| ADDRESS   |  |
| CITY, STATE, ZIP CODE   |  |
| TELEPHONE #   |  |
| CONTACT   |  |
| DATES OF SERVICE  |  |

**You may of course use the Firm’s established reference template.**

## Appendix H: Project Information—

### DSA Approved Drawings and Specifications Link:

[Drawings & Specifications and Addendums 1 & 2](#)

[Drawings & Specifications and Addendums 1 & 2](https://go.yccd-my.sharepoint.com/:f/g/personal/w0398409_yccd_edu/EqumQ6tHKhFAsFz3X1hvncBt2RhVbQluGnr0uuU9-PO6w?e=ZaJ8a8)



**Appendix I: YCCD Academic Calendars—see next page**

# Yuba Community College District 2023-24

Revised on 11/10/2022 to add Juneteenth (June 19) as a mandatory holiday

| June 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |

**SUMMER SESSION 2023**  
First 6 Weeks: 6/12 - 7/20  
8 Weeks: 6/12 - 8/3

**SUMMER SESSION 2024**  
First 6 Weeks: 6/10 - 7/18  
8 Weeks: 6/10 - 8/1

**FALL SEMESTER 2023**  
Full-Term: 8/14 - 12/15  
Finals Week: 12/11 - 12/15  
First 9 Weeks: 8/14 - 10/12  
Last 9 Weeks: 10/13 - 12/15

**SPRING SEMESTER 2024**  
Full-Term: 1/22 - 5/24  
Finals Week: 5/20 - 5/24  
First 9 Weeks: 1/22 - 3/20  
Last 9 Weeks: 3/21 - 5/24  
Spring Break: 4/1 - 4/5  
Commencement: 5/24

**CONVOCATION - CAMPUS CLOSED**  
2023: 8/9

**PROFESSIONAL DEVELOPMENT DAYS - NO CLASSES/CAMPUS OPEN (Optional Flex Activities)**  
2022: 8/10, 8/11, 9/26, 10/25  
2023: 1/16-1/19

**CAMPUS CLOSED**  
2023: 6/9, 6/16, 6/23, 6/30, 7/7, 7/14, 7/21, 7/28  
2024: 6/7, 6/14, 6/21, 6/28, 7/5, 7/12, 7/19, 7/26

**HOLIDAYS - CAMPUS CLOSED**  
2023: 6/19, 7/4, 9/4, 11/10, 11/23-11/24, 12/22-12/29  
2024: 1/1, 1/15, 2/16, 2/19, 4/1, 4/4, 4/5, 5/27, 6/19, 7/4

**NO CLASSES - CAMPUS OPEN**  
2023: 6/1-6/2, 6/5-6/8, 8/4, 8/7, 8/8, 8/10, 8/11, 9/26, 10/25, 12/18-12/21  
2024: 1/2 - 1/5, 1/8 - 1/12, 1/16 - 1/19, 4/2-4/3, 5/28 - 5/31, 6/3 - 6/6, 8/2

| INSTRUCTIONAL DAYS          |                 |           |
|-----------------------------|-----------------|-----------|
|                             | Days            | Weeks     |
| Fall Semester               | 84 days         | 18        |
| Spring Semester             | 83 days         | 17        |
| Convocation                 | 1 days          |           |
| Flex Days (Prof. Dev. Days) | 8 days          |           |
| <b>TOTAL</b>                | <b>176 days</b> | <b>35</b> |

| July 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 31 |    |    |    |    |    |

| August 2023 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| Su          | M  | Tu | W  | Th | F  | Sa |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 6           | 7  | 8  | 9  | 10 | 11 | 12 |
| 13          | 14 | 15 | 16 | 17 | 18 | 19 |
| 20          | 21 | 22 | 23 | 24 | 25 | 26 |
| 27          | 28 | 29 | 30 | 31 |    |    |

| September 2023 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | Mo | Tu | We | Th | Fr | Sa |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |

| October 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | Mo | Tu | We | Th | Fr | Sa |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| November 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |

| December 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

17 17 17 17 16 = 84 days

| January 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| February 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |

| March 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| April 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

| May 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | ★  | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| June 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

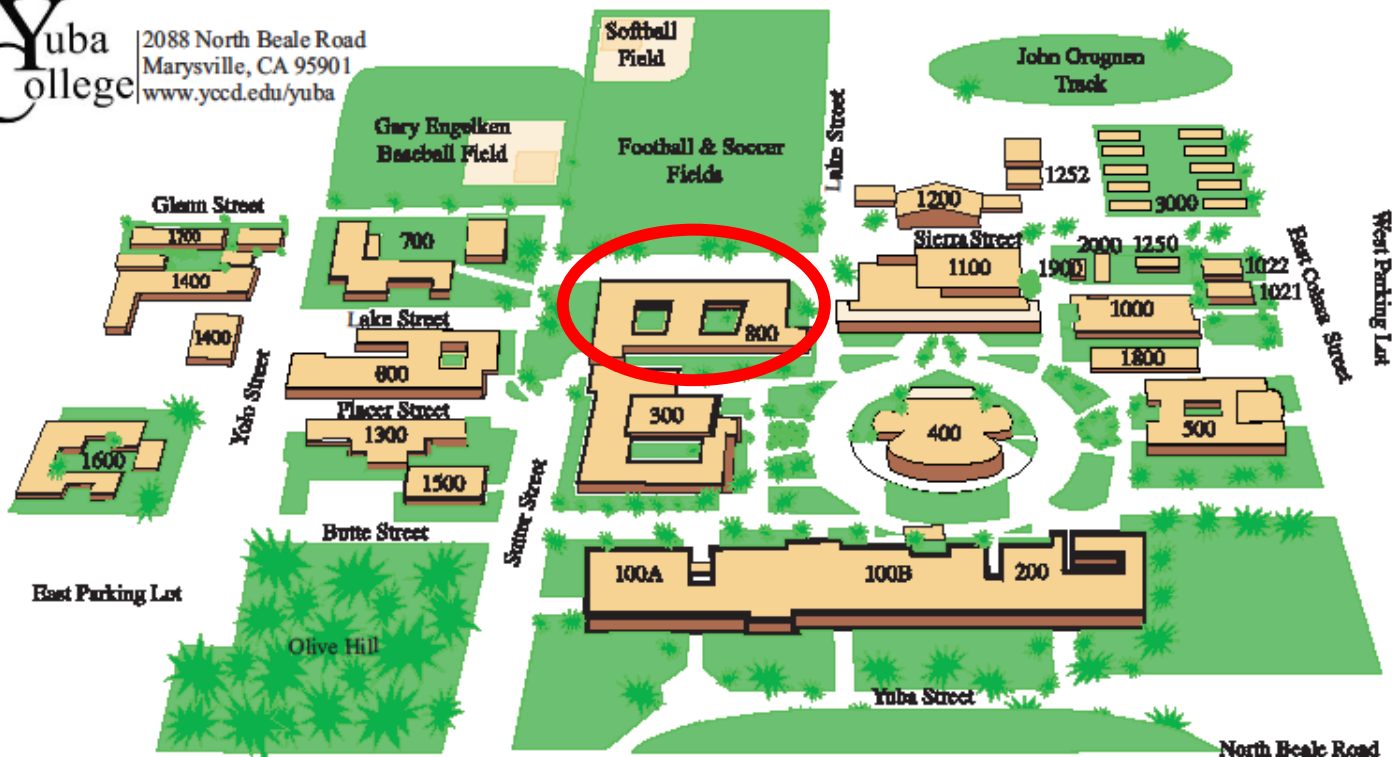
| July - August 2024 |    |    |    |    |    |    |
|--------------------|----|----|----|----|----|----|
| Su                 | Mo | Tu | We | Th | Fr | Sa |
|                    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7                  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14                 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21                 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28                 | 29 | 30 | 31 | 1  | 2  | 3  |
| 4                  | 5  | 6  | 7  | 8  | 9  | 10 |

83 days = 16 17 17 17 16

Appendix J: Map of Yuba College Campus, 2088 North Beale Road, Marysville, California, 95901



2088 North Beale Road  
Marysville, CA 95901  
www.yccd.edu/yuba



**Map Legend**

- |      |  |      |  |
|------|--|------|--|
| 100A | District Administration, Personnel                             | 1100 | College Success Ctr, ITV 2 Classroom, Learning Resources Center, Library |
| 100B | EOP&S, Financial Aid, Registration, Student Support Services   | 1200 | Athletics and Gymnasium  |
| 200  | Music  | 1250 | Classroom  |
| 300  | Yuba College Administration, Bookstore, Cafeteria, Campus Life | 1300 | Collins Hall, Foundation, Photography                                    |
| 400  | Box Office and Theatre   | 1400 | Maintenance, Print Shop  |
| 500  | Business and Social Science                                    | 1500 | Osuna Hall   |
| 600  | Applied Arts, Science & Technology                             | 1600 | Warren Hall: Child Care Center, Police Dept                              |
| 700  | Engineering, Math, MESA & Nursing                              | 1700 | Automotive Body and Public Safety  |
| 800  | Life & Physical Sciences                                       | 1800 | Disabled Students & Veterans Services                                    |
| 1000 | Fine/Language Arts   | 1900 | Distributive Education Center, ITV 1 Classroom                           |
| 1021 | Classroom  | 2000 | Adaptive Physical Education  |
| 1022 | Classroom  | 3000 | Classrooms   |

**The End.**